

**CONFIDENTIAL**

13 May 1958

## PROCEDURES FOR THE HANDLING OF CHALICE MATERIAL

Project AQUATONE has now been renamed Project CHALICE. The following procedures apply to the handling of CHALICE material (maps, correspondence, graphs, etc.) which is originated outside of the office of the Special Assistant to the Director for Planning and Development:

1. CHAL log numbers will be assigned to all material containing substantive CHALICE information. These numbers may be obtained from DPS/DCI RI (Extension 8079). A white 3"x5" card listing Addressee, Date, Classification, Originator, Subject and distribution (by copy number) will be forwarded to DPS/DCI RI for their records.

2. Official File Copy for CHALICE material. The originator is responsible for maintaining the official (yellow) file copy for CHALICE material. At periodic intervals the originating office should review its yellow chrono file (the official files copies). If it is felt that these documents will not be needed for ready reference, arrangements may be made through the DPS/DCI Security Office (extension 2548) to transfer these files for permanent storage. The originator is responsible for the accountability of the each document he prepares and is thereby responsible for obtaining document and courier receipts. All CHALICE material is handled on a Top Secret, handcarry basis. This material may not be passed through any registries. Originator should call DPS/DCI RI (Extension 8079) for courier pick-up and delivery service.

3. Cover Sheets. Cover sheets will be used for all CHALICE correspondence and CHALICE-classified material. (See sample cover sheet attached.)

4. CHALICE material may be passed to only those individuals who have been specifically cleared for Project CHALICE. If there is any doubt regarding an addressee's clearance status, call DPS/DCI Security Office (extension 2548).

5. All CHALICE material will be indicated as such by the use of a rubber stamp on Cover Sheet and first page of document or other material.

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